

# Town Council Meeting: 12 June 2013



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Annual Retreat of Town Council  
Garrett Park Town Office  
4600 Waverly Avenue  
Garrett Park, MD 20896

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## MINUTES

**Call to Order:** Mayor Benjamin called the meeting to order at 7:30 pm. Present were Councilmembers Chantry, Flynn, Schulp, Wegner, and Welch. Also present was incoming Town Manager Swearingen.

### 1. Council meeting Schedule

The council members agreed to continue to hold the regular monthly Council meetings on the 2<sup>nd</sup> Monday of each month, at 7:30 PM.

The Council members agreed that a monthly Council Work Session will be scheduled on the 4<sup>th</sup> Monday each month at 7:30 PM as needed.

### 2. Open Meeting Issue

The Council members discussed the need to adhere to the requirements of the State Open Meetings regulations when there are more than two council members together. The philosophy is to refrain from any appearance of secrecy regarding discussion of town business.

The same policy will prevail regarding the use of email for communication among Council members.

The Mayor and Town Manager will receive State-mandated training and certification on the Open Meetings Law. Other Council members are encouraged to either take the training or at least be familiar with the requirements.

### 3. Personnel Policies

The Council decided that getting the Town personnel policies updated and codified is a top priority. Council members Flynn and Schulp have been working on draft policies, as has the Town Manager. The three will combine their work and have a set of policies for Council review as soon as possible.

### 4. Council Liaisons

The Council decided that liaisons should develop a brief description of the liaison duties for their various areas of responsibility. These are expected to be brief statements suitable as a starting point for the next liaison.

The Mayor stated that his philosophy of the liaison positions is for the Council member to be the bridge between the committee and the council, representing each for the other. The liaison takes a leadership role in terms of any materials or requests which go to the full council from the committee. The liaison does not do the work but facilitates it and communicates with the Town Manager on the work of the committee.

**Adjournment:** The meeting adjourned at 9:50 pm.



Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Gene Swearingen", is written over the printed name.

Gene Swearingen, incoming Town Manager